

Retention and Classification Report

Agency: Uintah Basin Applied Technology College (Utah) (2626)

1100 East Lagoon St.
PO Box 124-5
Roosevelt, UT 84066
435 722-4523

Records Officer: Tammy Wilkerson

17517 Student files

AGENCY: Uintah Basin Applied Technology College (Utah)

SERIES: 17517

3

TITLE: Student files

DATES: 1968-

ARRANGEMENT: Alphabetical by student name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document students' academic activities while at the Applied Technology Center. Information includes transcripts, high school equivalency (GED) test results, and registration information.

RETENTION:

Retain 5 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

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(continued)

APPRAISAL:

Administrative Historical